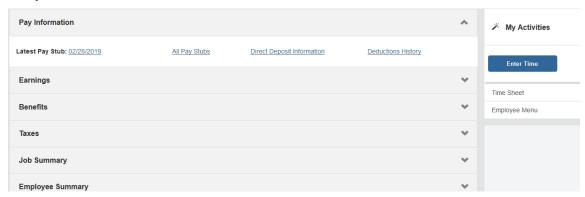


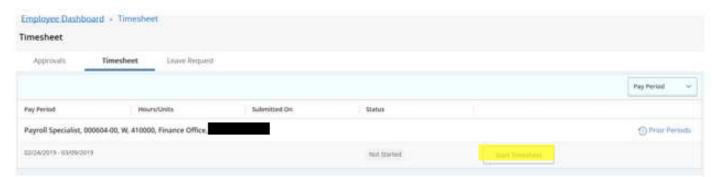
## BANNER SELF SERVICE FOR STUDENTS TIME ENTRY HANDBOOK

## Student Timesheet Instructions for Banner 9 Self Service

On your "Employee Dashboard", click "Enter Time" (blue box) under the My Activities section on the right side of your screen.



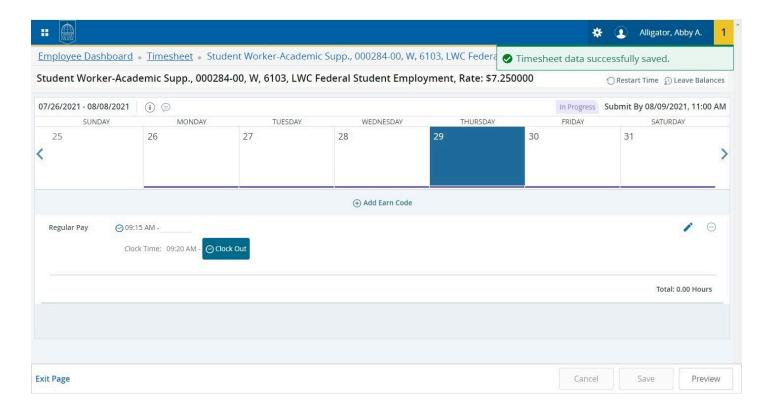
Once you click "Enter Time" you should see the next timesheet that needs be to submitted. If you work multiple jobs, you will see a timesheet for each position. You will click on the "Start Timesheet" button for the appropriate job to start your timesheet.



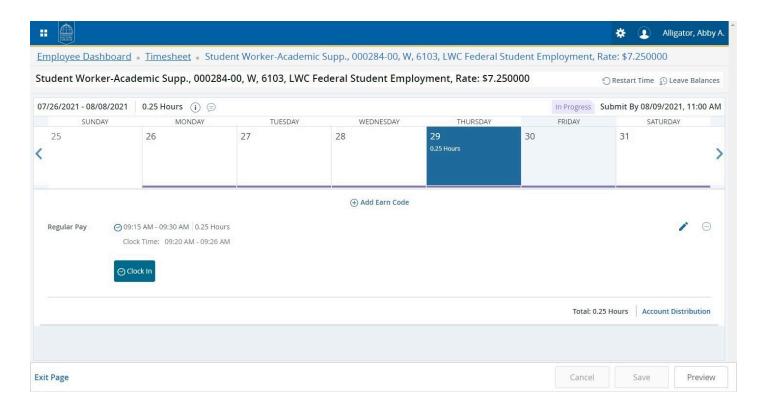
Once you have opened your timesheet, the current day will be in dark blue. You will click on "Clock In" to begin your time entry for the day.



When your shift is completed, click the "Clock Out" button.

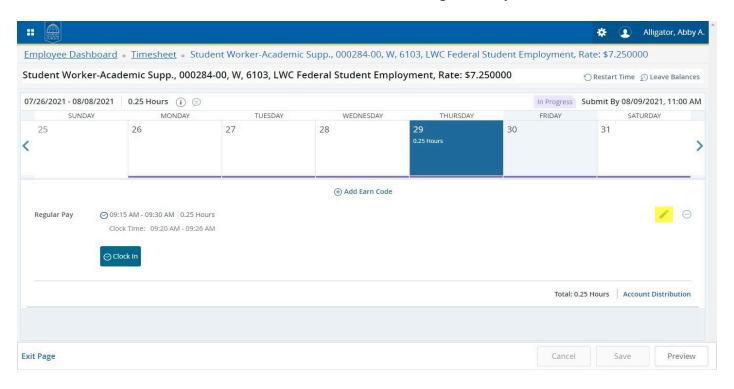


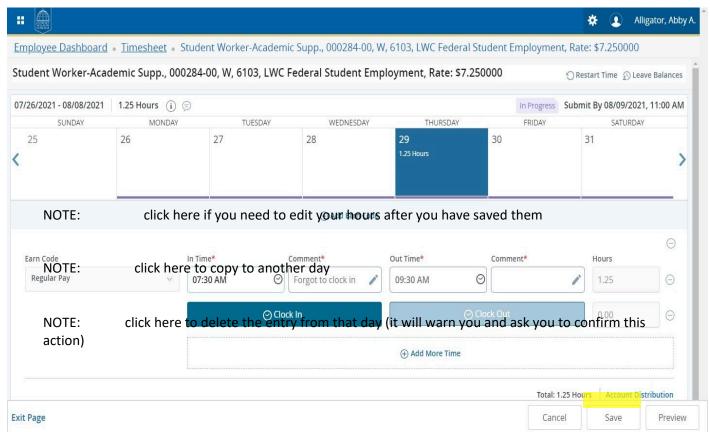
Once you clock out it will show the number of hours worked in that shift.



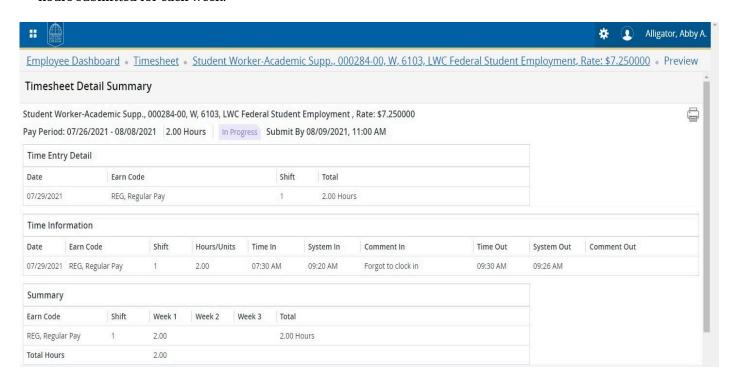
If you work multiple shifts in the same day just repeat the process of clocking in and clocking out. You will repeat this process for every day you work.

If you are unable or forget to clock in you can use the "Edit" button to manually enter your time in and out. After corrections are made click the "Save" button on the bottom right side of your screen.

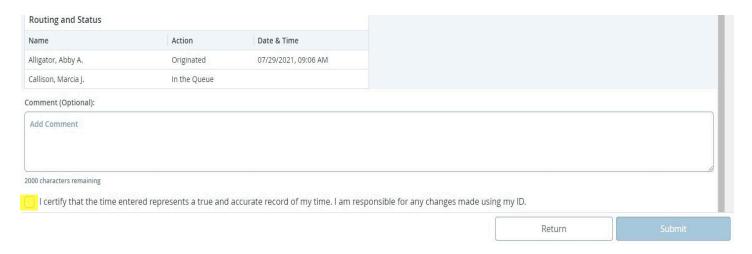




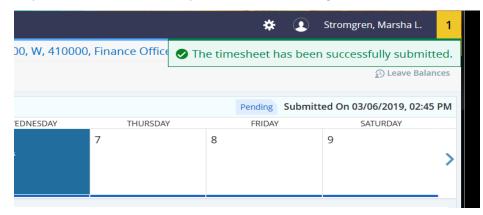
Once you have entered all days needed and are ready to submit you will click on the "Preview" button on the bottom right side of your screen to see the recap of hours and as you scroll down you will see the total hours submitted for each week.



If you are done and ready to submit you must check the certification box and then click the "Submit" button on the bottom right of the screen. If you still need to make changes hit the "Return" button to go back to the timesheet to make corrections.

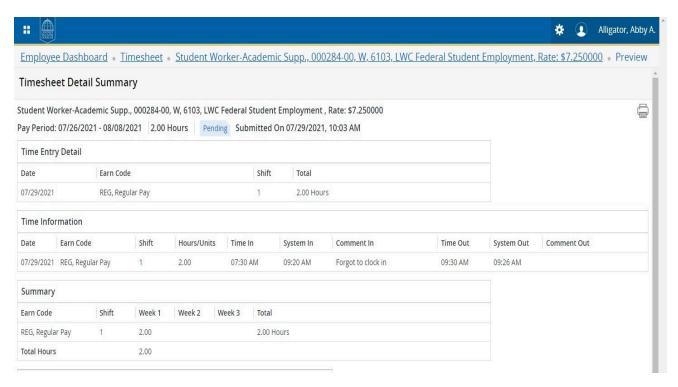


Once you hit the submit button you will see this message:



It will now be pending for your supervisor to approve.

Once you submit and are back on the original "Timesheet" screen listing each pay period you will see that it now says "Pending".



At the bottom of your screen you will see when you started the timesheet, when it was submitted, and who the approver is and if they have approved the time.

